

STAFF REPORT

DATE: January 18, 2005
TO: Board of Directors
THROUGH: Donna L. Hansen, General Manager
FROM: Karen Liu-Blaschke, Administrative Assistant
SUBJECT: LONGEVITY AWARDS – EGCSO EMPLOYEES



RECOMMENDATION:

The Board recognizes full-time EGCSO employees and fellow Board members for their years of service with the Elk Grove Community Services District.

BACKGROUND/ANALYSIS:

In 1994, the Board approved Policy No. 0046 of the Policies & Administrative Regulations Handbook, for the purpose of recognizing CSD Board members and full-time employees for their length of service with the District. Attached is a list of recipients being honored for service through 2004.

It is important to note that EGCSO employees are dedicated personnel, which is evident by the numbers receiving longevity awards this year. I'd like to personally congratulate the individuals recognized and to thank them for the outstanding service they provide to the community.

Respectfully Submitted,

Donna L. Hansen
General Manager

Attachment

FULL-TIME EMPLOYEES

Twenty Years of Service (1984–2004)

Patricia S. Vincent (P&R – Administrative Assistant)
Brett Waddell (Fire Captain)

Fifteen Years of Service (1989–2004)

Kathryn K. Berez (Admin Services – Accounting Technician)
Fred Bremerman (P&R – Advance Planning & Operations Superintendent)
Marshal Chandler (P&R – Maintenance Worker)
Mike Slaight (Firefighter)

Ten Years of Service (1994–2004)

Jeffrey Allen (Firefighter)
Darren Annear (Fire Captain)
Michael Brodigan (Firefighter)
Mandy Campanario (Fire – Secretary)
Joseph Guardino (Fire – Engineer)
Michael Hatcher (Firefighter)
William Herbert, III (Firefighter/Paramedic)
Richard Hiatt (Fire – Engineer)
Shawn Holden (Fire Captain)
Karen Liu-Blaschke (Admin Services – Administrative Assistant–Operations)
John Michelini (Battalion Chief–EMS)
Sharon O'Donnell (Admin Services – Administrative Assistant–Human Resources)
Jeff Ramos (Admin Services – Administrative Services Director)
Jeri Retzlaff (P&R – Recreation Supervisor I)
Michael Ridley (Battalion Chief–Training)
David Womack (P&R – Maintenance Supervisor)
Pete Young (Firefighter/Paramedic)

Five Years of Service (1999–2004)

Steven Arriola (Firefighter)
Troy Bair (Firefighter)
Mani Bouslaugh (Firefighter)
John Chavez (Firefighter)
Ryan Crabtree (Firefighter)
Matthew DeMarco (Firefighter)
Paul Duval (Firefighter)
Richard Ibarra (Firefighter)
Chris McNay (Firefighter)
John Mendoza (Firefighter)
Mark Pascual (Firefighter)
Julie Rider (Firefighter)
Mark Roccucci (Firefighter)

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR BOARD MEETING**

**Tuesday, January 18, 2005 – 6:30 p.m.
EGCSD Administration Building**

ATTENDANCE:

Directors present included Gerald Derr, Doug McElroy, Elliot Mulberg, Pat Perez, and Elaine Wright.

General Manager Donna Harmon, Fire Chief Keith Grueneberg, Administrator of Parks & Recreation David Wigginton, and Administrative Services Director Jeff Ramos were also in attendance.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Mulberg called the meeting to order at 6:30 p.m.
2. Parks & Recreation's Advance Planning & Operations Superintendent Fred Bremerman led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. President Mulberg congratulated Director Wright on being recognized as Elk Grove Chamber of Commerce's Outstanding Ambassador of the Year.
2. The Board received a presentation from representatives of the Teen Action Committee (TAC) identifying goals set to build upon relationships with the EGCSD Board of Directors and the Elk Grove Unified School District, establish key relationships with local business-owners to become proponents for teen programming, and create unique programs for the teen population within Elk Grove.

In an effort to increase community awareness of the TAC and to help offset programming cost, a fundraiser catered by J.R.'s barbeque is scheduled for February 24, 7:00 p.m. to 9:00 at the Wackford Center Ballroom. TAC members asked for Board support by selling 10 tickets each for the fundraiser. With regards for a designated Board liaison to TAC, President Mulberg stated he would make an appointment in the near future. The Board thanked the Teen Action Committee members for all their hard work and looked forward to becoming better connected with the teen community.

C. COMMUNICATIONS FROM THE PUBLIC

1. Claudia Watson, on behalf of the Elk Grove Baseball Booster asked for consideration to set up a fireworks booth for fundraising efforts from June 27 to July 4 at Rau Park.
2. Sarah Johnson stated with the City's efforts to create their own park system and the many newcomers moving into town, she asked the Board consider a community outreach to get the CSD's name out there, educate the residents as to who the Elk Grove Community Services District is, and clarify what services the District provides. Ms. Johnson also wanted the Board to know a lot of people in this community supports the CSD and will gladly show their support in anyway they can.

3. Sandi Russell echoed Ms. Johnson's sentiments and indicated she along with her husband Tom attended tonight's meeting to also show their support for the CSD and offered their assistance for any outreach efforts that may be implemented.

D. CONSENT CALENDAR

1. The Board approved the January 4, 2005 regular Board meeting minutes. McElroy-Albani, unanimous.
2. The Board ratified payment of the December 2004 bills and payroll for the EGCSO; and received and filed the Budget Status Reports for the month of December 2004. McElroy-Albani, unanimous.
3. The Board approved Resolution No. 2005-02, honoring Jerry Fox for his dedicated service to the District, the Community, and the parks and recreation profession; and for this level of exemplary service named the Elk Grove Pool the Jerry Fox Aquatic Center. McElroy-Albani, unanimous.
4. The Board authorized staff to enter into a professional services contract for public education and web site review services with Schubert Public Affairs for an amount not to exceed \$127,000 this fiscal year; and authorized the General Manager to execute the professional services contract after appropriate legal counsel review. McElroy-Albani, unanimous.
5. The Board approved the reorganization within the Administrative Services and Parks Departments and redistribution of duties for better staff utilization. McElroy-Albani, unanimous.
6. The Board authorized staff to prepare a classification and pay study. McElroy-Albani, unanimous.
7. The Board approved the reclassification of one Recreation Coordinator II position (Youth Adult Sports) to a Recreation Supervisor I position. McElroy-Albani, unanimous.

E. ADVERTISED PUBLIC HEARINGS

1. None

F. PUBLIC HEARINGS

1. None

G. STAFF REPORTS

1. The Board received a presentation on the commencement of the annual audit from Ingrid Shipline and Brian Nash of Richardson & Company and accepted the Comprehensive Annual Fiscal Report for the Elk Grove Community Services District for fiscal year ending June 30, 2004 as presented. Derr-McElroy, unanimous.
2. The Board conducted a first reading of the amendment to Elk Grove CSD's Ordinance No. 9, Section 1.135, regarding Non-strap Skateboard and In-line Skate Park Regulations; and set an Advertised Public Hearing for Tuesday, March 1, 2005, 6:30 p.m. at the Elk Grove CSD Board Room to adopt the amendment to the Ordinance. McElroy-Wright, unanimous.
3. The Board approved the scope of work for the exterior renovation of the Ehrhardt House. Wright-McElroy, unanimous.

4. The Board authorized staff to proceed with the National Park and Recreation Society Agency Accreditation process. Derr-McElroy, unanimous.
5. The Board approved the recommendation of the part-time employee salary increases within the Parks & Recreation Department. Albani-Derr, unanimous.

H. BOARD OF DIRECTORS BUSINESS

1. Fire Committee – Director Derr – No report.
2. Parks and Recreation Committee – Director Wright – No report.
3. Budget/Finance/Insurance Committee – Director McElroy – No report.
4. Policy & Procedures Committee – Director McElroy – No report.
5. Strategic Planning Committee – Director Albani indicated items discussed at the January 11 Committee meeting were approved earlier tonight.
6. Fire Communications Board – Chief Grueneberg reported general items were discussed and approved, with nothing outstanding to report.
7. Senior Center Board – Director Mulberg stated the Senior Center Board would meet on January 25.
8. Local Agency Formation Commission (LAFCo) – Director Mulberg reported items discussed included the development policies on open space and revenue sharing. A workshop is scheduled at the Wackford Center on January 27, 7:30 p.m. to discuss the items in great detail.
9. Miscellaneous Report – President Mulberg appointed Directors McElroy and Albani to an Ad-Hoc Committee to work closely with staff on the District's Outreach Program.

I. COMMUNICATIONS FROM THE PUBLIC

1. None

J. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. None

K. ADJOURNMENT TO EXECUTIVE SESSION

1. President Mulberg adjourned to an Executive Session at 7:32 p.m.

L. EXECUTIVE SESSION

A closed session was opened at 7:40 p.m. to discuss the following item:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATION LITIGATION
(Significant exposure to litigation pursuant to subdivision (c) of Government Code Section 54956.9 – One Case)

M. REOPEN REGULAR MEETING

President Mulberg reopened the regular meeting and stated there was nothing to report out of executive session.

N. ADJOURNMENT

With no further business, the regular Board meeting was adjourned.

Respectfully submitted,

Donna L. Hansen
Secretary of the Board

STAFF REPORT

DATE: February 1, 2005
TO: Board of Directors
FROM: Keith Grueneberg, Fire Chief
SUBJECT: **HOMELAND SECURITY GRANT SIGNATURE
RESOLUTION**



RECOMMENDATION:

That the Board of Directors approve Resolution 2005-03, designating the General Manager and the Fire Chief as “authorized signatures” for all Homeland Security Grant documents.

BACKGROUND/ANALYSIS:

As the Board is aware, the Fire Department has secured over \$317,00 in Homeland Security Grants. These grant funds have been used to procure many assets, which have enhanced our ability to respond to large scale emergencies. Generally speaking, these grants originate at the federal level, and are then allocated to each state based upon population. The State of California then distributes its share to each county again based upon population. Using S.A.C.O.G. figures, each fire and law enforcement agency is then allocated grant funds based upon population served. The Sacramento County Office of Emergency Services manages the distribution of grant funds to the various first responder agencies for the County of Sacramento.

The attached resolution simply allows those designated by your Board to sign for reimbursement requests, and other documentation relative to these grants. Prior to the retirement of Rita Velasquez, she served as the sole authorizing signature for these grants. By adding the fire chief, it simply gives staff flexibility to ensure documents are signed, and processed in a timely manner.

**ELK GROVE COMMUNITY SERVICES DISTRICT
GOVERNING BOARD RESOLUTION**

RESOLUTION NO. 2005-03

**BE IT RESOLVED BY THE BOARD OF DIRECTORS
OF THE ELK GROVE COMMUNITY SERVICES DISTRICT THAT:**

**DONNA L. HANSEN, GENERAL MANAGER
OF THE ELK GROVE COMMUNITY SERVICES DISTRICT,
AND KEITH GRUENEBERG, FIRE CHIEF OF THE
ELK GROVE COMMUNITY SERVICES DISTRICT**

Are hereby authorized to execute for and on behalf of the named applicant, a public entity establishing under the laws of the State of California, any action necessary for the purposes of obtaining federal financial assistance under the State Homeland Security Grant Programs.

Passed and approved this 1st day of February 2005 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Elliot Mulberg, President, Board of Directors
Elk Grove Community Services District

CERTIFICATION

I, Donna L. Hansen, duly appointed and General Manager and Secretary of the Elk Grove Community Services District Board of Directors, and I, Keith Grueneberg, Fire Chief of the Elk Grove Community Services District, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of the Elk Grove Community Services District on the 1st day of February, 2005.

Date: _____

Donna L.Hansen, General Manager
and Secretary of the Board of Directors

Keith Grueneberg, Fire Chief

STAFF REPORT

DATE: February 1, 2005
TO: Board of Directors
FROM: Donna L. Hansen, General Manager
SUBJECT: **FACILITIES SUPERINTENDENT**



RECOMMENDATION

That the Board of Directors authorize staff to begin the recruitment and hiring of a Facilities Superintendent.

BACKGROUND/ANALYSIS

At your January 18th meeting, the Board approved the reorganization within the Administrative Services Department. Included within the reorganization was a new Facilities Superintendent position to oversee all facility operations and building maintenance. The Board President along with the Strategic Planning Committee recommended that the District review the possibility of recruiting and filling this position within the current fiscal year

As you will recall, this position would be responsible for facility oversight including marketing, scheduling, building/equipment repair, maintenance, oversight and scheduling of the capital improvement program, building maintenance and repair projects related to District facilities and long-range capital improvement programs.

Staff is continually seeking ways to improve customer service, both external and internal, and also ways to increase utilization of all District facilities. I envision this new position working closely with other departmental staff to create new and innovative ways to increase the visibility and marketing of our facilities thus improving the utilization of all facilities. Although staff does not have a full year of operating the Wackford Complex, our goal with this new position will be to aggressively market this facility and all others within the District to maximize rental revenue and cost recovery of not only facility operating costs but the costs of the Facilities Superintendent as well.

Staff has performed a review of compensation for comparable positions within other governmental jurisdictions within Sacramento County. Based on our analysis, we are recommending that the Facilities Superintendent position be an exempt position with a compensation level of E33. The pay range for this level is \$5,509 – \$7,170 per month.

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

Board of Directors
RE: Facilities Superintendent
February 1, 2005
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Should the Board approve the filling of the position tonight, staff estimates completing the hiring process by April 1st. Funding for this position will come from several sources including additional building rental revenue, internal cost savings and contingency funds. Any reappropriations that may be necessary will be prepared at the end of the fiscal year when all revenue and expenditure amounts are known.

The Strategic Planning Committee recommends approval of the recruitment and filling of the Facilities Superintendent position within the current fiscal year.

The job description for this position is attached for your information.

Should you have questions, please contact me prior to the Meeting.

Respectfully submitted,

Donna L. Hansen
General Manager

Attachment

FACILITIES SUPERINTENDENT

GENERAL STATEMENT OF JOB

Under general direction of the Administrative Services Director, this position plans, organizes, assigns, develops, and reviews the marketing and long-range capital improvement programs related to District facilities and the operations, maintenance and repair of District buildings, facilities, swimming pools and related equipment; performs related duties as required.

REPORTS TO: Administrative Services Director

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan and direct the advertisement, promotion and marketing of District Facilities;
- Regularly attends business and social functions to promote District Facilities; evaluates, develops and monitors new business opportunities within the facilities;
- Through subordinate supervisors, plan, organize, assign, direct and evaluate the work of maintenance personnel or outside vendors engaged in the maintenance, alteration, repair or improvements of buildings, pools, facilities and related equipment;
- Enforces rental rate structure and criteria; meets with clients to evaluate operations of facilities to improve customer satisfaction;
- Evaluates and provides professional guidance to food and beverage concessionaires to ensure quality product, service, and effective marketing of food, beverage, and merchandise; makes changes as necessary;
- Responsible for administering and monitoring division budget;
- Inspect existing facilities and direct needed changes or improvements in the maintenance performed;
- Plan work schedules to minimize impact of facility users; determine equipment and material needs; establish work procedures;
- Assist in the development of construction plans of new District facilities; performs inspections at various stages;
- Prepare staff reports and studies as requested, including acquisition of new facilities and renovations of existing facilities;
- Oversee contractual services in facility maintenance or construction; prepare work plans and cost estimates for contract services; prepare scope of work and participate in the bid process and contractor selection;
- Work with various committees; act as departmental liaison as required; receive and investigate complaints and take appropriate action;

ELK GROVE CSD: Facilities Superintendent

- Develop and conduct safety and training programs for subordinates as needed.
- Build and maintain positive working relationships with the District's employees and the Public using principles of good customer service;
- Performs various related essential duties as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Five years of increasingly responsible experience in facility and swimming pool maintenance including three years of marketing and management responsibilities;
- A Bachelor's Degree in Institutional or Facility Management, Business Administration or related field;
- Or any combination of education, experience and training that provides the required knowledge and abilities.

License Requirements

Must possess a valid California Drivers license.

KNOWLEDGE AND ABILITIES

REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge of effective marketing techniques and applications, including newsletters, publications, and other media outlets;

Knowledge of principles and practices of organization, management, planning, personnel supervision and training;

Knowledge of work safety requirements, building codes and fire codes;

Knowledge of basic municipal accounting and budgeting practices;

Knowledge of custodial operations, principles and techniques of planning maintenance schedules;

Ability to establish effective working relationships with employees, managers, citizens, appointed and elected officials; ability to work in a team environment and to work independently;

Ability to communicate effectively, both orally and in writing; ability to make persuasive public presentations; ability to listen and respond to citizens and other customers on a variety of issues;

Ability to accomplish goals using sound analytical and decision-making skills, and to creatively problem-solve complex issues;

Physical Requirements:

- Ability to operate a variety of automated office machines including a calculator, copier, fax machine, telephone, personal computer and peripheral equipment, typewriter, label writer,

ELK GROVE CSD: Facilities Superintendent

- slide projector/VCR, and infocus computer projector;
- Ability to use fine and gross motor coordination in performing typing or word processing and driving to meetings;
- Ability to exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one place to another or standing for brief periods of time;
- Ability to exert a moderate amount of force periodically to lift, carry, push, pull or otherwise move objects.

Mathematical Ability:

- Ability to add, subtract, multiply and divide;
- Ability to calculate decimals, ratios, percentages and fractions.
- Ability to prepare and administer division budgets

Judgment and Situational Reasoning Ability:

- Ability to apply common sense understanding to perform highly repetitive tasks such as manual labor;
- Ability to use independent judgement in fairly routine situations, such as answering questions.

Language Ability and Interpersonal Communication:

- Ability to effectively coordinate work efforts with Administrative Services Department staff and with other departmental staff;
- Ability to effectively communicate with individuals or groups utilizing a broad base of verbal skills;
- Ability to comprehend and correctly use a variety of informational documents, including reports, time sheets, procedure manuals, job applications, financial analysis and staff initiated reports.

Environmental Adaptability:

- Ability to work in office and outdoor environments.

Elk Grove Community Services District is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, Elk Grove CSD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This Job Description has been prepared by the EGCSO for use in planning, staffing, compensating, budgeting and/or evaluation of employees. It also provides employees with a guide to the duties they are expected to effectively handle in the course of their employment with EGCSO.

I have read the Job Description and believe that it **does** accurately define the job.

Date

Employee Signature

Date

Dept. Head/Supervisor

Created: January 28, 2005

STAFF REPORT

DATE: February 1, 2005
TO: Board of Directors
FROM: Jeff Ramos, Administrative Services Director
SUBJECT: MSG LEASE – ELK GROVE PARK EQUIPMENT



RECOMMENDATION

That the Board of Directors:

- 1) approve the lease/purchase of a large mower, gator, 60" trim mower and 72" front loader for the District's tractor with Municipal Services Group (MSG) for \$72,525; and
- 2) authorize the General Manager to execute all necessary documents.

BACKGROUND/ANALYSIS

On December 7, 2004 the Board approved the elimination of contracted maintenance services within Elk Grove Park. Using in-house personnel and equipment will result in an enhanced level of service and annual savings of over \$90,000 per year.

As part of this transition, staff has identified several pieces of equipment needed to service the park including a large mower, gator, 60" mower and a 72" front loader for the District's tractor. These items will be leased with MSG over a 5-year period. The annual lease payments for this equipment have already been factored into the analysis presented to the Board on December 7th.

The first lease payment to MSG will not be due until the FY 2005-06 budget.

The lease documents have been reviewed and approved by legal counsel.

Respectfully submitted,

Jeff Ramos
Administrative Services Director

STAFF REPORT

DATE: February 1, 2005
TO: Board of Directors
FROM: Jeff Ramos, Administrative Services Director
SUBJECT: **APPROPRIATION OF FUNDS –PARK STREET FRONTAGE
WITHIN EAST FRANKLIN**



RECOMMENDATION

That the Board of Directors:

1. approve Resolution No. 2005-04 appropriating \$271,900 within the Parks Department budget, Index 9340, Account No. 4202, Improvements Other Than Buildings and offsetting revenue in Account No. 9532, Aid from County Funds; and
2. approve a reimbursement to Reynen & Bardis Communities for street frontage improvements at Park Sites No. 12 and 15 within East Franklin for a total of \$271,900.

BACKGROUND/ANALYSIS

On October 25, 2002, the Board approved a park development agreement with Reynen & Bardis Communities for street frontage improvements at Park Sites Nos. 12 and 15 within the East Franklin Specific Plan Area. The agreement contemplated the developer receiving park development credits of \$470 per unit for 683 units to be used towards \$300,100 of street frontage improvements. However, per review of the permit spreadsheet from the City of Elk Grove, the City issued credits for only 60 of the 683 permits issued resulting in \$28,200 in fee credits. Reynen & Bardis received no credits and paid the entire park development fee for the other 623 permits issued.

Staff has physically inspected the work at the park sites and has determined that the improvements meet our specifications. Therefore, the amount owed Reynen & Bardis is \$271,900 (\$300,100 - \$28,200).

The improvements are being funded through developer fees collected within the East Franklin Finance Plan area. A total of \$1,893,473 has been collected to date specifically for street frontage improvements. The reimbursement is within the maximum allowable per the existing East Franklin Finance Plan fee program.

The attached resolution completes the necessary accounting transaction for this reimbursement.

Respectfully submitted,

Jeff Ramos
Administrative Services Director

Attachment

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

ELK GROVE COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2005-04

WHEREAS, the Final Fiscal Year 2004-05 EGCSO budget was approved on August 3, 2004; and

WHEREAS, the EGCSO entered into a park development agreement with Reynen & Bardis Communities for street frontage improvements on Park Site Nos. 12 and 15 within East Franklin in exchange for park development fee credits of \$470 per unit; and

WHEREAS, Reynen & Bardis received fee credits for only 60 of the 683 building permits issued; and

WHEREAS, staff has physically inspected the work at the park sites, has determined that the improvements meet our specifications and have determined that the amount owed Reynen & Bardis is \$271,900; and

WHEREAS, sufficient funding has been collected from developer fees within the East Franklin Finance Plan area.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Elk Grove Community Services District appropriates \$271,900 within Index 9340 to Account No. 4202, Improvements Other than Buildings, and offsetting revenue in Account No. 9532, Aid from County Funds.

Passed and adopted this 1st day of February, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elliot Mulberg, President

ATTEST: _____
Donna L. Hansen, Secretary

STAFF REPORT

DATE: February 1, 2005
TO: Board of Directors
FROM: David Wigginton, Administrator
Department of Parks & Recreation
**SUBJECT: CAL RIPKEN YOUTH BASEBALL REQUEST TO BUILD
SCOREKEEPER BOOTHS AND STORAGE AREAS AT RAU PARK**



RECOMMENDATION

That the Board of Directors approve the Cal Ripken Youth Baseball Organizations request to construct three combination scorekeepers' booths and storage areas at Rau Park.

BACKGROUND/ANALYSIS

The Cal Ripken Youth Baseball Organization has requested the District's permission to construct three combination scorekeepers' booths/storage areas at Rau Park.

There would be one combination scorekeepers' booth/storage area behind each of the three field backstops (Attachment A). All construction costs would be absorbed by the Cal Ripken Youth Baseball Organization.

Attached is a schematic illustrating the proposed scorekeepers' booth/storage area structure (Attachment B). Staff has reviewed the request and believes that it will be an asset to the park. Based on this review staff recommends the board approve the project.

Should you have any questions please contact me prior to the meeting.

Respectfully submitted,

David L. Wigginton, Administrator
Department of Parks & Recreation

(For a copy of the Attachments, please contact CSD Admin @ 685-7069.)